

Parent on a Work Permit

Is My Child Eligible for Funding?

- You are lawfully admitted to Canada for temporary residence and authorised to work for a period of one year or more
- You are, or will be employed for at least 20 hours per week
- You and your children have arrived in BC and are residing in Surrey or White Rock
- You submit all of the required documents

Required Documents

1. Ministry Funded **Application Form** (one per child)
2. **Original Birth Certificate** **OR** **Household Registry** with certified English [translation](#)
3. **Child's passport photo page**
4. **Child's Canadian entry stamp**
5. **One of the child's following:**
 - Electronic Travel Authorization (ETA)
 - study permit
 - visitor record
 - visitor visa
6. **Biological parent(s) passport photo**
7. **Biological parent(s) Canadian entry stamp**
8. **Biological parent(s) work permit** that is valid for a period of one year or more.
9. **Proof of address** in the name of the biological parent:
 - [Rental Agreement](#) (all 6 pages) or mortgage documents (all pages) **OR**, a utility (cable, electricity or gas only) bill
10. **Biological parent(s) proof of employment** which can be a letter from your employer **OR** pay slip that:
 - Must show hours worked per week, employer/company name with contact information **and** be signed by supervisor
 - Must be dated same month of the application

Application Process

1. Fill out Ministry Funded Application Form
2. Scan and **send all documents in one email** to ministryfunded@surreyschools.ca.
3. You will receive an automatic email reply and this is confirmation we have received your application.
4. Your application will be reviewed and if you are missing any documents, you will be sent a list of what is still required via email.
5. Upon approval of the application, you will be sent instructions about how to register at a school and the date and time of your child's English assessment test.

Application Tips

- Submit an application **for each child**
- For language assistance, please contact the [Surrey Schools Welcome Centre](#) at 604.543.3060
- All documents must be sent in JPEG or PDF files only. Small, or unclear images cannot be accepted.

Questions?

Ministry of Education Funded Students

International Education Department



14033 92nd Avenue Surrey, BC V3V 0B7 Canada

T: 604-595-6168 | F: 604-595-6169 | E: ministryfunded@surreyschools.ca